

Palm Colony Architectural Review Procedure

1. Owner determines the scope of the project and obtains quotes from qualified contractors.
2. Owner completes the Architectural Review Request Form, or one of the other project specification forms, and submits it to Alliant along with contractor qualifications documents. This may be in hard copy or by e-mail at admin@alliantproperty.com
3. Alliant starts a file on the Architectural Review request, and forwards the request to the Palm Colony Architectural Review Committee (ARC) for review and approval. (Currently Jeff Fenimore-Chairman)
4. The ARC reviews suitability of scope of work, timing, contractor qualifications, etc., in a timely manner – goal is to respond to request within 7 days. Suitability of the request is determined by Palm Colony condo Declaration, specifications, etc. Questions will be discussed with the owner(s). Note: Any county or local permits, Pelican Landing approvals, etc., are the owner's responsibility.
5. The ARC signs the ARC Determination section of request form, notes any additional conditions or restrictions which must be met, and submits final determination to Alliant by hard copy.
6. Alliant notifies owner(s) of ARC determination, including a hard copy of the review document.
7. Owner(s) are to notify Alliant when the project is completed, also communicating any variance from the approved project scope.
8. Alliant will notify the ARC of the project completion.
9. The Palm Colony ARC will have the option to make a final inspection of the completed project, to confirm compliance with approved scope and project documents, and any impact on Association property. If all completed work is approved by the ARC, the Project Completion section will be signed by the ARC and submitted back to Alliant who will record the completion notice and provide a copy to the homeowner.
10. Both the Palm Colony ARC and Alliant will maintain a file of each project by address for future reference.